

Oregon Wing CAP Wing Staff Procedure

23 July 2005

Title: Wing Staff Meeting Procedure

Purpose: State the normal procedure for monthly staff meetings. This procedure should be provided to all unit commanders and all wing staff members.

Process:

1. Meeting times and places
 - a. Wing staff meetings are normally scheduled for the first Saturday of each month.
 - b. Wing Staff meeting will normally start at 1000 hrs and run to 1200 hrs.
 - c. Wing staff meetings will be held at Wing Headquarters in the large workroom. The staff meeting agenda will state the location, date and time of the meeting.
2. Meeting Agenda
 - a. The Chief of Staff publishes the staff meeting agenda on Staff CAP Talk and on the wing web site at least one week ahead of each meeting.
 - b. The agenda has two main sections
 - i. Briefing items
 - ii. Discussion items
 - c. Staff members can request items to be placed on either the briefing section or on the discussion section of the agenda by contacting the ORWG/CS no later than one week prior to the meeting.
 - d. Items not on the agenda will only be considered if time allows.
3. Meeting Protocol
 - a. Questions and lengthy discussions are discouraged during the briefing section of the meeting. This time is reserved to get the most important information delivered as efficiently as possible. Clarification questions will be allowed. If more discussion is needed on a topic, another time can be arranged outside the formal staff meeting for the discussion with the affected parties.
 - b. Discussion items section of the agenda provides time for open debate and working problems. Comments, questions, and full discussion are encouraged on these topics.
4. Committee Meetings
 - a. Committee meetings are normally scheduled for the afternoon, following the formal staff meeting. This time is for standing committees to complete their business. The following committee meetings are normally scheduled monthly:
 - i. Finance Committee
 - ii. Awards and Promotions Committee
 - b. Other committee meetings may be scheduled by contacting ORWG/CS prior to the last Saturday of the proceeding month.

5. Training sessions

- a. Training sessions can be scheduled to follow the wing staff meeting.
- b. To schedule a training session contact the ORWG/CS prior to the last Saturday of the proceeding month so that space and time can be scheduled for the session.

Forms and formats:

1. Sample staff meeting agenda (see below)

Related regulations:

none

Sample monthly meeting agenda follows:

Oregon Wing Civil Air Patrol

Staff Meeting Agenda

Meeting time: 1000 – 1200 hrs.

Meeting date: 1 JUN 02

	Leader
Invocation	- Chaplain Ledden
Pledge of Allegiance	- Lt Col. Kyle
Safety briefing	- Lt Col. Lamon
Assign a note taker	- Lt Col. Kyle

Status Reports and Updates

Wing Commander's briefing	- Col. Senderling
LO Report Ret.)	- Mr. Schulz (Lt Col. USAF)
Staff Assistance Visit response	- Lt Col. Kyle
MOU with Oregon Emergency Management	- Lt Col. Howell
ES training schedule	- Maj. Rudawitz
Unit commanders school	- Maj. Wright
Cadet encampment	- Capt. Ohlund
Wing conference	- Lt Col. Kyle
Continuity books	- Lt Col. Kyle
CAPR 173-3	- Lt Col. Kyle/Maj. Rudawitz

Work Topics and Discussion

July commanders call	- Lt Col. Kyle
Core Values (Respect)	- Lt Col. Kyle
Budget	- Lt Col. Kyle

Summary

Assignments and Deadlines	- Lt Col. Kyle
Reports due in May/June	- Lt Col. Kyle

TRAINING OPPORTUNITY

There will be a one-hour training session on Professional Development. It will start at 1330 hrs and will be lead by Maj. Wright.

Committee Meetings

The following committee meetings are scheduled for the afternoon session.

Committee	Time
Promotion and Awards	1330
Finance Committee	1400
Communications Meeting	1330